



EMPLOYMENT POLICIES & PROCEDURES

Initial

____ ATTENDANCE

If you accept a job assignment from Hire Priority, you are expected to complete that assignment. Please report to and leave from work at the times specified by Hire Priority. Absenteeism and tardiness can be considered misconduct. In the event you will be late or absent, you must notify Hire Priority at least 3 hours prior to the scheduled start time. Absences due to medically verifiable illness, jury duty and military leave are acceptable in moderation with valid documentation. **In case of an after-hours emergency please call the after-hours contact number provided.**

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____ AVAILABILITY

All employees of Hire Priority are required to call in their availability on a daily basis. It is important that you call **during the scheduled call-in times (9am-9:30am or 4pm-4:30pm)**. You are also required to call in your availability within 24 hours after ending an assignment. Failure to call and report your availability may cause Hire Priority to assume that you have voluntarily quit without good reason and a voluntary quit may result in your being denied future assignments and unemployment benefits.

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____ COMPENSATION

TFI Services/P20 is the payroll company for Hire Priority. Time worked in excess of 40 hours will be paid at time and one-half unless you are classified as exempt from overtime laws and regulations. You must obtain written authorization from the client company to work overtime. Your time sheet must reflect actual hours worked. Bonuses, severance pay, parking or toll reimbursements, vacation or holiday pay, and sick leave are not paid except in instances where the client company agrees to reimburse Hire Priority for these expenses. Deductions will not be made from paychecks unless authorized. In the event of time sheet error or miscalculation, paychecks may be adjusted to reflect actual hours worked.

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____ CONFIDENTIAL INFORMATION

Employees must exercise care in reference to all confidential information of the client company. Information may not be taken, copied or communicated to other parties. Office equipment and work areas are for business use and are subject to the rules and regulations of the client company. While on a temporary assignment, please do not accept office or model keys, parking cards, etc. from a client or property and keep overnight.

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____ DISCIPLINARY ISSUES

Failure to act appropriately is considered misconduct. You should follow the client company's policies while on assignment. Use of offensive language, illegal drug or alcohol use, absenteeism, tardiness, harassment and/or violence is considered disciplinary issues and may result in termination. Also, personal use of the Internet, email or telephone is not permissible while on assignment.

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____ DISCRIMINATION and HARASSMENT

Hire Priority is an Equal Opportunity Employer and complies with all state and federal laws regarding discrimination. If you believe you have been harassed or discriminated against, please inform your Hire Priority supervisor immediately.

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____ DRUG POLICY

The use, sale or possession of illegal drugs or alcohol on the premises of the client company is strictly forbidden. Hire Priority may conduct tests for drugs or alcohol based on reasonable suspicion or in the event of your involvement in an on-the-job injury. Refusal to submit to a drug test or search may be cause for termination. Drug testing will be required as part of any investigation involving an on-the-job accident or near accident, including but not limited to any accident where an employee suffers an on-the-job injury. Testing positive for an on-the-job accident can affect worker's compensation benefits, and result in the termination on the employee.

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____ EMPLOYMENT TERMINATION

Please be aware that your employment is "at-will". Either the employer (Hire Priority) or you may terminate employment at any time. Termination may occur with no notice and for any or no reason. Before filing a claim for unemployment benefits, you should contact Hire Priority immediately regarding your availability for other assignments. Failure to do so may result in denial of unemployment benefits.

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____ FORM W-2

TFI Services/P20 will issue a Form W-2 by January 31st of the following year for your tax records. If you move during the year, please notify both TFI Services/P20 and Hire Priority immediately of your change of address and contact information. If you need to change your W-4 or update your employment records with new information, please call TFI Services/P20 at 713-975-7576.

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PAYROLL

TFI Services/P20 is the payroll service for Hire Priority. For all weekly, hourly employees: Payday is every Wednesday unless Wednesday is a holiday, in which case payday will be Thursday. Checks are available to be picked up from Hire Priority, mailed to your home or processed for direct deposit by Wednesday at 12:00, noon. Please be sure to indicate, on your timesheet, the method in which you would like to receive your pay check. Any paychecks that are not marked for "pick up" will be dropped off at the post office Wednesday EVENING, from our payroll dept. in Houston.

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RETALIATION

Hire Priority respects your right to file complaints about harassment and/or discrimination, as well as your right to participate in an investigation of a complaint, and you are assured that no retaliation will take place against you as a result. Hire Priority prohibits adverse action or threats of adverse action against employees because of an employee's exercise or attempt to exercise any rights under federal, state, or local employment laws. Retaliation includes, but is not limited to, threats of withholding or withdrawal of pay, promotions, training, or other employment opportunities. Any complaint of retaliation should be reported in the same fashion as a complaint of harassment or discrimination described above.

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SAFETY

It is the responsibility of each employee to become familiar with the safety and emergency procedures of the client company. Any job-related injury should be immediately reported to the job site supervisor and to the office of Hire Priority. If any job-related injury or illness is not reported immediately, reimbursement for medical claims may be denied. Please remember that you are employed by Hire Priority, and it's very important that your report any unsafe working conditions to the office of Hire Priority as soon as possible. Drug testing will be required as part of any investigation involving an on-the-job accident or near accident, including but not limited to any accident where an employee suffers an on-the-job injury. Testing positive for an on-the-job accident can affect worker's compensation benefits, and result in the termination on the employee.

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SEXUAL HARASSMENT

If you believe you have been sexually harassed, witnessed sexual harassment, or have been accused of harassment on the job, please inform your Hire Priority supervisor immediately. Sexual harassment is defined by the Equal Opportunity Commission as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to the conduct enters into employment decisions and/or the conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment."

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TIMESHEETS

Time sheets MUST be emailed to Hire Priority by 12:00 p.m. (noon) on Monday, following the week you worked (or on the day the assignment is completed) to guarantee timely check processing. Time sheets received without a supervisor's signature will **NOT** be processed. It is **your** responsibility to obtain a supervisor's signature. If you choose to fax in your time sheet, it is your responsibility to call Hire Priority and confirm receipt of your time sheet. Failure to do so, could result in check delays.

Please complete your timesheet by filling out the following information:

- Employee name.
- Hours in, out, less lunch, total straight time and total overtime to the nearest ¼ hour (every 15 minutes).
- Total hours for the week.
- The date as well as the dates of each day worked.
- The name of the company or apartment community and the department for whom you are working.
- Sign the timesheet.
- Have the supervisor sign/approve the time sheet.
- Indicate the method in which you would like to receive your pay check.

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WORKERS' COMPENSATION COVERAGE

Hire Priority has workers' compensation insurance coverage and you have been provided a copy of the Notice of Coverage and/or directed to the location where the Notice of Coverage is posted.

These employment policies are a guideline and are not intended to imply any contractual rights. These guidelines may be changed or modified by Hire Priority at any time without prior notice.

Your signature constitutes understanding, acceptance and acknowledgement of the policies stated. Please keep a copy for your records. If you have any questions regarding these policies, please call Hire Priority at (866) 906-HIRE.

Employee Signature

Print Name

Date